

WRITING A LETTER OF APPEAL

An appeal letter provides an opportunity for a student to present their viewpoint. The purpose of the letter is to convince the reader to re-examine the student's case. There are two types of decisions which a student can appeal: grade related decisions or academic/non-academic misconduct decisions.

Planning Out Your Letter

Your appeal should be based on reason by using the facts of the case. Before you compose your letter, write down your grounds for appeal and logical explanations of why your reader should reconsider the decision. Disagreeing with a decision simply because you don't like it is not an acceptable reason.

Content of Your Letter

A letter of appeal should include the following information:

- a. A reference to a decision being appealed
- b. The grounds for appeal
- c. A brief summary of your case
- d. Why the reader should reconsider the decision
- e. A call for action
- f. Your contact information and student ID number

Tips for Writing an Effective Appeal Letter

- **State the facts**
 - Explain what happened, but stick to the point. Don't exaggerate the details.
 - Avoid making unsubstantiated accusations unless you feel strongly that someone has a personal bias against you and you have evidence to back up your position.
- **Include documentation**
 - Provide copies of supporting documentation: grades, assignments, quizzes, and a record of who you have spoken to and the dates and times you have met.
 - It may be helpful to ask for statements from eyewitnesses who can support your case.
- **Avoid errors**
 - Have someone proofread your letter for content and grammar.
 - Ensure you submit your letter of appeal within the prescribed time limits as set in the policies and procedures applicable to the situation.

SAMPLE LETTER

(all names and facts are completely fictional)

Sabrina Student
Student ID# 123456
111 Viewpointe Pike SW
Calgary AB T4Q 5U9
(587) 867-5309
sabrina.student@edu.sait.ca

contact information & student ID number

October 26, 2015

Christina Chair
Academic Chair, School of Public Policy
SAIT Polytechnic
XYZ304 - 1301 16th Avenue NW
Calgary AB T2M 0L4

Dear Ms. Chair:

reference to decision being appealed

SUBJECT: Request Grade Appeal for Assignment A in PLSC 220

I am writing to you today to appeal my grade for Assignment A which I completed for the course Introduction to Public Policy (PLSC 220) taught by Tyler Teacher.

I am making this appeal because the basis for evaluating the assignment is unclear.

grounds for appeal

When our class was first given the assignment on September 18th, I briefly spoke with Tyler after class to ensure I understood the key concepts of the assignment. I also met him in his office on September 29th, October 6th and October 15th to clarify some concerns I had and ensure I was on track.

When I received my grade, I was surprised to find my grade was much lower than I expected. I approached Tyler asking him to review my assignment. He stated he was not willing to reconsider my grade. On October 19th, I emailed him a request to meet with the purpose of discussing the evaluation of my assignment but I have not yet received a response.

**brief
summary
of case**

To summarize my case, the instructor did not provide an explanation for why marks were deducted on my assignment, nor was a marking rubric provided to the class. I have made an effort to communicate with my instructor whenever I had a concern regarding the assignment and have met with him multiple times. It should also be noted that I have not missed a single class.

**why the
reader should
reconsider the
decision, and
a call for
action**

Because there has been no result in my attempt to resolve this issue informally with Tyler, I would like to request that my assignment be reviewed, considering the above information. I have included a copy of my assignment for your examination.

Thank you for taking the time to consider my request. Please contact me by email or phone if you have any questions.

Sincerely,

Sabrina Student

Sabrina Student

Encl.

SAMPLE LETTER

(all names and facts are completely fictional)

Shawn Student
Student ID# 123456
111 Viewpointe Pike SW
Calgary AB T4Q 5U9
(587) 867-5309
shawn.student@edu.sait.ca

contact information & student ID number

October 26, 2015

Victor Vice
Vice President Academic
SAIT Polytechnic
AB900 – 1301 16th Avenue NW
Calgary AB T2M 0L4

Dear Mr. Vice:

reference to decision being appealed

SUBJECT: Request Appeal for Academic Misconduct

I am writing to you today to appeal my academic misconduct.

I am making this appeal because of incorrectly applied academic policy & procedure.

grounds for appeal

I received an email from my Academic Chair, Christina, on September 24th letting me know I was suspected of committing an act of academic misconduct in respect of my Assignment A in Introduction to Public Policy (PLSC 220). In particular, the allegation is that I failed to properly cite my assignment.

brief
summary
of case

SAIT Policy and Procedure AC.3.4.1 outlines that an Academic Chair is to arrange a hearing with the student and the instructor. However, the email Christina sent me on September 24th did not indicate there was to be such a meeting. I haven't received any correspondence from Christina since. Last Friday, I received a letter of decision from the Office of the Registrar dated October 22nd informing me they determined that I committed the act of academic misconduct and that it was my second offence. As a result, I am facing an F grade in the course and suspension from SAIT for one full year.

I worked very hard on this assignment. My previous charge of academic misconduct had to do with failing to cite a paper. I took that lesson seriously and have utilized the Writing Lab and services from the library to assist me with citation and referencing in my writing.

why the
reader
should
reconsider
the decision,
and a call
for action

The Academic Chair did not hold a hearing for me to prove my case. Therefore, procedural fairness was not provided to me. For that reason, I would like to request an appeal hearing, considering the above information. With this letter, I am enclosing a copy of the email I received from Christina Chair on September 24th.

Thank you for taking the time to consider my request. Please contact me by email or phone if you have any questions.

Sincerely,

Shawn Student

Shawn Student

Encl.